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RR-5-2702

3-2

MEMORANDUM FOR: Acting General Counsel
 Director of Security
 Auditor-in-Chief
 Comptroller
 Chief, Logistics Office
 Chief, Medical Staff
 Chief, Project Administrative Planning Staff
 Chief, Management Staff

Document No. _____
No Change In Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed To: TS S C
Reason: WH TC-2
Date: _____ By: _____

SUBJECT : Career Development of Junior Personnel

REFERENCE : Agency Notice No. [REDACTED]

25X1A

1. Colonel White is intensely interested in seeing that the components of the Deputy Director (Administration) take fullest advantage of the opportunities offered under the newly-authorized program for Career Development of Junior Personnel, set forth in the referenced Notice above.

2. In view of the limited number of available slots each quarter for this program, it is evident that selection will be highly competitive. At the moment, it is anticipated that only eight individuals will be appointed during each quarter of the fiscal year, and the Office of Personnel advises me that they anticipate several hundred applications in the first quarter alone. Therefore, it is imperative that immediate consideration be given to the preparation of the required material on persons from within your purview whom you feel would be the best qualified.

3. A sample application form is forwarded with this memorandum, for your information and use by anyone whom you wish to certify to the next meeting of the DD/A Career Service Board, tentatively set for Friday, 20 August 1954. Additional forms and consultation on implementation of the enabling Notice can be obtained from [REDACTED] on Extension 738 in this office.

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4. Completed applications and supporting documents should be addressed to the Acting Deputy Director (Administration), and should reach this office no later than 18 August in order to be readied for the Friday meeting. Your full cooperation is earnestly solicited.

SA-DD/A:JAC:mrp (5 August 1954)

Distribution:

1 - DD/A Chrono

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Attachments

15/
 LAWRENCE R. HOUSTON
 Acting Deputy Director
 (Administration)

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